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ABSTRACT

The handbook lists the policies of Montgomery County (PA) Intermediate Unit regarding transportation of handicapped students. Covered are the following topics: philosophy and rationale: the school bus driver (responsibilities, discipline, accident procedures, maintenance, safety): student responsibilities: parent responsibilities: and sample forms. Information on general characteristics and specific transportation considerations for physically handicapped, accoustically handicapped, visually impaired, trainable mentally retarded, emotionally disturbed, and brain injured children is provided. (CL)

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SPECIAL EDUCATION TRANSPORTATION HANDBOOK

FOREWORD

The purpose of this handbook is to provide information to those involved with the transportation of the exceptional child. It is important that you take the time to read the material.

The Transportation Department would like to thank Special Education Supervisors and other personnel of the Montgomery County Intermediate Unit for their assistance.

The Montgomery County Intermediate Unit would also like to thank the Chester County Intermediate Unit for the use of some material from their handbook.

Special thanks are extended to Dr. John Buzby, Mr. Jerry Potter and Mr. Harry Chrisman who initiated the work on the booklet.

We hope everyone has a safe and successful year.

THANK YOU.

William Giambrone Jr

WILLIAM GIAMBRONE, JR.
Director of Management Services

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

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I. PHILOSOPHY AND RATIONALE

PHILOSOPHY

The transportation of handicapped children is required by law for those who live in Montgomery County. The services are provided to established classes for exceptional children operated by I.U. 23 and to approved private schools. For all practical purposes, transportation of exceptional children is a "door to door" service.

The Montgomery County Intermediate Unit School Board has the legal responsibility for the safe conduct of the child, and for the economy of the transportation. While effective and efficient use of equipment is a necessary consideration, the minimum risk to students and drivers is of the highest consideration.

RATIONALE

Transportation of all students to schools within Montgomery County is the responsibility of the district in which the child lives. However, upon the request of a district, the Intermediate Unit will provide the transportation of handicapped students to county classes and to approved private schools.

Transportation of students enrolled in state-approved private schools is provided by the Intermediate Unit Board only after the local district has approved placement by endorsement of the DEBE-448 form. However, this does not guarantee transportation services for all children. Extenuating circumstances or conditions may cause the service to be impractical (i.e., health or behavior of the child), or to be impossible (i.e., failure to identify a contractor).

II. SCHOOL BUS CONTRACTOR

The school bus contractor is responsible to the Intermediate Unit Board to provide a safe and efficient transportation service for students. The contractor works directly with school personnel to coordinate all aspects of transporting a handicapped child to and from school. Specifically the contractor is responsible for the safety of buses, the proper qualification of all drivers, the maintenance of proper disciplinary standards, the establishment of a rapport with parents of the children being transported, and the necessary cooperation with school officials.

The establishment of the schedules will be the task of the contractor with the approval of the Coordinator of Transportation.

All owners of contracted vehicles are required to obtain a letter from their automobile insurance agents reporting liability insurance coverage of at least $100,000/$300,000 (limit per single person / maximum coverage per accident). This letter must be received by the transportation office prior to the meeting of the Intermediate Unit Board, where your contract will be submitted for approval. Failure to submit a copy of your insurance statement may result in your check being withheld. Each time the transportation coverage is renewed, a statement should be sent to our office.

Since the types of contracting services vary greatly, the final decision regarding the transportation of children rests with the owner of the equipment. During inclement weather the decision whether to keep the school open or closed for the day rests with the proper school authority.

III SCHOOL BUS DRIVER

All persons employed as bus drivers must meet the physical requirements and standards set forth by the Commonwealth of Pennsylvania and the Montgomery County Intermediate Unit School Board.

The school bus driver is an important person in the daily lives of the students he serves. Often the driver is the first and last person the child meets outside the home each day. The importance of the driver in a child's life must never be underestimated.

The driver's first responsibilty is the safety of the students. Under no conditions should bus schedules, inclement weather, or personal convenience interfere.

The school bus operator is responsible for the behavior and discipline of the children on his bus. Often, this is not an easy task, because the children being transported have various handicaps. However, the driver will ensure acceptable behavior and give the children feelings of security if he maintains a firm, courteous, and friendly manner. The driver should maintain constant contact with the school and the home to assure cooperation from all. If the driver has a problem with a child, the driver should contact his supervisor and not the teacher.

DRIVER RESPONSIBILITES

1. Opening of school

Prior to the first day of school, drivers should:

A. Learn your route and location of each child's home.

B. Introduce themself to each child's parents (s). Give them the telephone number where you can be reached if their child is not going to school.

C. Assign each student a permanent seat in your vehicle.

2. Attitude

The school bus driver should be courteous and friendly, but maintain a firm attitude. There must be orderly behavior on the bus.

3. Pupil Behavior

A. Do not move vehicle until all children are seated, seat belts fastened, and all doors closed.

B. If a pupil leaves his seat while the vehicle is in motion, stop vehicle as soon as it is safe to do so.

C. Pupils who persist in unfastening belts and/or leaving seats should be reported, in writing, to the contractor or to the Director of Transportation.

D. If a pupil's behavior is dangerous to the other passengers or to your driving, notify the school immediately.

4. Waiting for Pupils

Parents should have their child ready for morning pickup at least five minutes before your expected arrival. If the child is not ready, warn the parents about tardiness. Write down the date and nature of the conversation. If you have warned a child's parents at least twice and the child is still not ready for pick-up, notify the Transportation Department at the office of the Montgomery County Intermediate Unit, 1630 W. Marshall Street, Norristown, Pa. 19403, telephone no. 539-8550.

If a school asks the parents to keep the child home, the driver will be notified by a school authority and should not pick up the child until further notified.

5. Change of Pick-up Point and Address of Pupils

Whenever a pick-up place for a pupil is changed, please report this immediately. Such reporting is necessary even if a child remains assigned to your route. No pupil will be transferred from one driver to another unless authorization has been obtained from our office.

6. Bad Weather

A. A decision on a school closing will be made by 6:30 A.M. If no word is received by 7:00 A.M. it is reasonable to assume classes will be in session. Information regarding school closings due to bad weather is announced over radio stations from 6:30 A.M. to 8:00 A.M. If you do not hear an announcement, check with your nearest contact before starting.

B. Permission for early pick-up of children in the afternoon should be obtained from the office if a radio announcement has not been made and you believe early pick-up is advisable.

7. Unauthorized Information

Do not discuss with anyone anything concerning pupils, parents, teachers, classes or vehicles. It should only be necessary to discuss transportation matters with the child's parents or teachers. If any individual raises a question, refer him to a teacher, principal or supervisor. Any questions you might have should be taken up with our office and not discussed with outsiders.

8. Hitch-Hikers

DO NOT pick up hitch-hikers at any time - even if they are known to you.

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DISCIPLINE

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Maintenance of Discipline on Bus

As previously indicated, the courts have held that the discipline on the vehicle is the responsibility of the driver. For all practical purposes, he stands "en loco parentis" during the time of transportation. The child, while on the bus, is already under the jurisdiction of school authorities. Reasonable and socially acceptable behavior will be expected of all students.

Instances may occur when assistance will be needed if behavior becomes threatening to the safety of others on the vehicle. Matters of persistent or serious infractions of behavior on the school bus should be reported immediately. When referring behavior problems to the school, the bus driver will write a brief description of the problem. It will be submitted to the Transportation Department the day the infraction occurs. The Transportation Department will forward this information to the proper personnel for appropriate action.

At no time may the driver strike a child. Physical restraint can only be used to protect the child or other children on the vehicle.

At no time during the route may the driver ask the child to leave the bus. The driver does not have the prerogative to decide that the transportation privilege should be denied a child; this can only be done by school authorities.

The Intermediate Unit Board cannot support drivers who take action, without authority and contrary to the adopted policies of the Board.

Tips on Discipline for School Bus Drivers

1. Never give an order you do not mean to enforce.

2. Give your command to stimulate action, not to check it. Say "do this" rather than "don't do that."

3. Suggest an action which can be successfully obeyed. Give a child time to react.

4. Have a reason for what you ask a child to do. Take time to give him the reason so he can see the point too.

5. Be friendly. Always show an interest in what the child does.

6. Be honest in what you say and do. A child's faith in you will mean improved behavior.

7. Be fair. Injustice not punishment, makes a child rebel.

8. Make positive rather than negative comments.

9. Remember that a sense of humor is extremely valuable.

10. Judge behavior on how it affects the safety of others. Do not judge misconduct on how much it annoys YOU.

11. Leave personal feelings and prejudices out of your contact with child.

12. Maintain poise at all times. Do not lose your temper.

13. Remember -- "The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff or be officious.

14. Bear in mind that misbehavior is seldom willful. Some outside influence or even you may be the cause of the behavior.

15. Listen for suggestions and complaints from the children.

16. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.

17. Never strike a child. It may seem to be the easiest way, but it usually aggravates the problem.

18. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.

DRIVER PROCEDURES IN CASE OF ACCIDENTS ON THE VEHICLE

REMAIN CALM SO AS TO UTILIZE YOUR BEST JUDGEMENT. YOUR FIRST RESPONSIBILITY IS TO THE WELL BEING OF THE CHILD.....

A. Should an accident occur:

1. Stop immediately and turn off ignition.

2. Determine if there is a danger of fire and, if so evacuate the pupils from the bus.

3. Determine if anyone has been injured and take the necessary emergency measures and precautionary steps.

4. Remain with the bus at the scene of the accident.

5. Notify both the bus contractor and school officials as soon as safely possible. Do not argue or try to place the blame for the accident.

B. In the event of an injury:

1. Take child to nearest physician or hospital for any apparent or suspected injury.

2. Take child to school nurse for minor injury (scratch or bruise).

C. In event of collision:

1. Notify police.

2. Secure all information and complete accident reports.

3. Make no statements concerning the accident, except to your supervisor.

4. Report all accidents no matter who is to blame.

D. Notification:

1. Notify your supervisor immediately.

2. If you can't contact your supervisor, notify Mr. Chrisman at 539-7050.

PROCEDURE FOR MAINTENANCE OF VEHICLES

Operators of county vehicles are charged with the safe operating condition of the vehicle.

You should be aware at all times of the condition of the tires, the need for lubrication, etc. The supervisor of equipment will assist you with this responsibility.

Each driver of a county vehicle should make a visual inspection of his vehicle daily.

Each driver should keep the windows and lights clean.

Report damages immediately. Markings on interior and exteriors of buses should be removed immediately.

RECOMMENDED SAFE PRACTICES FOR SCHOOL BUS DRIVERS

1. Always observe traffic laws and regulations.
2. Turn signals must be used at all times before turning.
3. Turns should be made when the roadway is clear enough for the maneuverability of the vehicle.
4. Cross-view mirrors should be checked before moving to be certain all children are safely away from the bus.
5. The ignition should be turned off, the parking brake set, and the gear shift lever in gear when a driver is not in the vehicle.
6. Students should never be allowed to sit in the driver's seat.
7. Students should not be allowed to enter or leave a bus while it is in motion.
8. All students should be seated before the vehicle is put into motion.
9. No one should be allowed to stand on the steps of the bus.
10. Blocking lanes is hazardous. The bus should be in the correct lane to take on or discharge pupils.

11. When loading or unloading bus riders, do not block intersections from cross traffic. Stops should be made away from intersecting roads.

12. The school bus is for the transportation of pupils and personnel in charge. Extra passengers are not permitted to ride buses.

13. In bad weather, when visibility is poor (fog, rain, snow, etc.), headlights should be turned on.

14. State law requires a complete stop at all railroad crossings for a regular school bus. Small vans need not abide by this rule but must slow down.

15. Backing should be avoided whenever possible. Poor visibility may create hazards.

16. Doors should be closed whenever the vehicle is in motion and until the vehicle comes to a complete stop.

17. Smoking on buses or vans is prohibited; this applies to both students and drivers.

18. All school bus drivers should be able to respond automatically to emergencies which may arise, such as brake failure, accelerator problems, tire blowouts, and bad weather driving.

19. If a mechanical problem develops that would jeopardize the students' safety, the vehicle should be stopped as soon as possible and a replacement vehicle requested from the Transportation Department.

20. The established route must be followed at all times.

21. Only designated stops are to be made.

22. Time schedules should be followed as closely as possible.

23. No pupil should be discharged from the bus at any place other than his own designated stop or school, except with written permission from a school administrator.

24. A mental note should be made of how many children get on the bus each morning. Unless advised differently, this is the group which should be returned home in the afternoon.

25. A list of all regular bus riders must be kept in the bus.

26. A bus driver should be present at all times when students are boarding or leaving the bus.

27. If a serious disturbance occurs on the bus, determine whether the student's home or school is closer. Drive to the closest place. If the student is returned to school, request the assistance of school personnel. If the student is taken to his designated stop, telephone Mr. Chrisman at the end of the route. Mr. Chrisman will, in turn, take the matter up with proper school authorities and advise you of the action taken.

28. The State of Pennsylvania requires that two emergency evacuation drills be held each school year. All drivers will be notified when these drills are scheduled. The purpose of the drills is to evacuate the bus as quickly as possible and to train bus riders how to move out of the bus in an orderly manner to a safe side of a street or highway.

29. If the bus is equipped with seat belts, drivers should wear them. Students must use them when provided.

FIRST AID FOR AN EPILEPTIC SEIZURE

1. Keep calm. The individual is usually not suffering or in danger.

2. Help the child to a safe place, but DO NOT RESTRAIN HIS MOVEMENTS. Move objects in the way of his head or limbs as hitting himself against objects is the way most injuries occur.

3. Loosen tight clothing and turn him on his side.

4. DO NOT force a hard object between his teeth.

5. DO NOT give him anything to drink.

6. Saliva may flow from his mouth. Use kleenex for wiping.

7. Stand by until individual has fully recovered consciousness and recovered from the confusion which sometimes follows a seizure. He may be dazed and incoherent for awhile.

8. Assure him all is well and encourage him to go about his regular activities. Occasionally, after a seizure the individual may want to sleep. Help him to a safe place where he can rest.

9. You may encourage deep breathing after he regains consciousness.

NOTE: Most persons suffering seizures will recover normally unless the seizure victim has been injured in falling, or in striking objects during the seizure. Normally, it will not be necessary to seek medical attention. However, if convulsions are continuous (one relapse after another), a doctor should be called.

GENERAL SAFETY RECOMMENDATIONS

Basic first aid knowledge is essential for school bus drivers, as circumstances may warrant immediate action. When the seriousness of any injury cannot be determined, it is best NOT to move an injured person.

1. Each vehicle should carry the following equipment:

    a. First Aid Kit
    b. Kleenex and paper towels
    c. Plastic bags
    d. Seat belts
    e. Plastic or other waterproof covers for seats
    f. Fire extinguisher
    g. Basin or pail

2. Place a copy of the following in each bus:

    a. "First Aid Measures"
    b. "First Aid for an Epileptic Seizure
    c. List of addresses and telephone numbers of each student carried by driver

3. Each driver should check with teachers and parents concerning:

    a. Physical condition of students
    b. Medication of students
    c. Behavior problems (if any)
    d. Any physical or possible emotional problem which might warrant extra caution on the part of the driver.

IV. STUDENT RESPONSIBILITIES

Parents should review these responsibilities with the students at the appropriate level of understanding.

1. Obey the school bus driver at all times.
2. Stay well off the roadway while waiting for a school bus.
3. Stay in your assigned seat.
4. Never stand while the bus is in motion. Keep seat belts on at all times.
5. Never stick hands, arms, or any part of the body out of the windows or door of the bus.
6. Do not throw any items within the bus or from the bus windows.
7. Avoid unnecessary noise which might divert the driver's attention and cause an accident.
8. Do not smoke on the bus, as it is prohibited by state law.
9. Do not bring items to school unless prior approval has been given by the driver. Articles carried onto the bus should be placed under seats or held, if possible.
10. Do not damage the vehicle, because it may be necessary to bill parents.

V. PARENTAL RESPONSIBILITIES

According to the Pennsylvania School Code, the school stands "en loco parentis" citation. However, parents of handicapped children can never fully be released from their responsibility. Parental cooperation is necessary on the following:

1. Parents or guardians are responsible for the child prior to boarding the school bus in the morning and from the time the child is delivered home in the afternoon.

2. Parents should have their child ready for pick-up at least five minutes before the scheduled time.

3. Since the county attempts to notify the parent when transportation will not be provided, it is the parents' responsibility to inform the driver when children will not be sent to school. Each driver will provide the parents on his route with his phone number and the appropriate time to call.

4. For physically handicapped children, it will be necessary for the parent to assist the driver in loading and unloading his child. Mechanical devices do not release the parents from their responsibility.

5. Transportation in inclement weather can lead to serious complications in a county-wide transportation network. Parents are responsible for getting the latest weather information from the school.

6. If bad weather makes a street or road impassable, it will be necessary for the parents and child to meet the driver at a convenient nearby location.

7. The school requires an emergency phone number where a parent or guardian can be contacted at any time during the school day. Also, in the event an emergency closing of school should occur, and a parent or guardian cannot be contacted, it is necessary for the school to have an address and phone number of a location where the child can be delivered. Preferably, the address should be that of a neighbor's or friend's house in the immediate vicinity of the parents' home.

8. If a child is not being transported to his usual destination, it is the responsibility of the parents to make different arrangements.

9. Any change in the designated bus stops will be authorized only by the school authorities.

10. Most transportation systems operate on fixed schedules. However, the transportation of handicapped children requires more flexibility. Drivers cannot be held to an absolute schedule, due to extenuating circumstances.

11. Transportation problems first should be discussed with the driver. If the problem cannot be resolved, please notify the Transportation Department.

12. Transportation of handicapped children requires special vehicles. Circumstances can occur when all vehicles are filled and no space is immediately available. Such matters will be resolved as quickly as possible. Parents cannot expect transportation provided immediately when children are first assigned to classes or when they move from one school district to another.

13. Since the county provides transportation at the direction of the local district, lack of parental cooperation may be called to the attention of local district authorities.

VI. INFORMATION AND GUIDELINES CONCERNING:

THE PHYSICALLY HANDICAPPED CHILD

A. General Characteristics

Children with orthopedic handicaps have all varieties and degrees of difficulty with physical movement such as walking and coordination. This may be due to accidents, disorders (such as cerebral palsy), or congenital abnormalities (born with defects).

There are great differences among handicapped children in physical limitations and intellectual factors. Therefore, physically handicapped children should not be grouped or handled in the same manner. Each child is individual and all personnel must remember this in working with the physically handicapped child.

B. Special Problems and Limitations

Severely Handicapped:

Those children who are mobile only with a wheelchair may be transported by a specially designed mini-bus. The bus is structured to hold a wheelchair in place while in motion. A ramp or hydraulic lift is used to load or unload the students.

Moderately Handicapped:

Physically handicapped children who can walk with crutches or a walker can possibly be transported by bus, taxi, mini-bus or other types of automobiles. Most of these children can walk to and from the vehicle with little help but must be closely supervised.

Slightly Handicapped:

Few cases at a school for the physically handicapped fall into this category because most children with slight physical impairment are integrated into a regular school system. However, if a child of this nature is being transported, he should be properly supervised to and from the vehicle.

C. Guidelines for Bus Drivers

1. Drivers are urged to meet with the child's teacher early in the school year to learn the exact nature of the child's disability, and the bus driver's task in transporting the child.

2. Be open-minded about accepting suggestions from parents regarding ways of moving their severely handicapped child. They live with the child's problem every day.

3. Know first aid procedures.

4. Report to the parent and/or teacher any accident sustained by a child during transportation, since vomiting or nausea may occur after the child has been delivered to his home or school.

5. If it is necessary to lift a child who cannot assist you, be aware that he has a tendency to slip through one's arms. Get a good grip on his trunk and support head if necessary.

6. Encourage independence in the child. Allow him to do as much for himself as your schedule permits.

7. Contact parents if a child is going to be late getting home.

THE ACOUSTICALLY HANDICAPPED CHILD

Children enrolled in the classes for the acoustically handicapped have an extreme hearing loss.

A. General Characteristics

1. The hard-of-hearing child will have difficulty understanding conversational speech even though he may be wearing a hearing aid.

2. The child may turn off his hearing aid in the vehicle when the conditions become too loud and uncomfortable.

3. The hard-of-hearing child quite often tires more quickly than other children since he is straining to understand with his eyes what he misses through his lack of hearing.

4. Each hard-of-hearing child should have a "buddy" in the vehicle who can help him with directions and instructions from the driver.

5. A child may be hearing better on some days than on others.

6. The distance from the driver and noise level will interfere with the ability of the child to understand.

B. Special Problems and Limitations

The child must board and depart the vehicle at the curb. Under NO circumstances should the child be permitted to cross any streets without adult supervision. Since the hard-of-hearing child is unable to hear oncoming traffic or warning signals, a serious or fatal accident could result without this supervision.

C. Guidelines for Bus Drivers

1. Ask the child's teacher to explain the nature and extent of the child's loss. Each hearing impaired child functions differently.

2. Speak naturally. Do not exaggerate, overemphasize or speak loudly.

3. Keep your hands down from your face while speaking. Make certain the child sees your face when you are speaking.

4. Make sure that the child understands (not just listens) when you give directions or make requests.

5. If the hard-of-hearing child misunderstands, restate the question or statement in other words. Some words are difficult to "see" since they require no lip movement.

THE VISUALLY IMPAIRED CHILD

General Characteristics

Visually impaired children include both blind and partially seeing children. In all other ways, the children are similiar to those without a visual impairment. Unless other handicaps are present, there is no need for specially equipped buses or vehicles.

Special Problems and Limitations

Severely Impaired:

Those children with total vision losses or severe vision losses will be using a long white cane. Adults should see that the cane is held in an upright manner, resting on the floor, so as not to endanger other children.

Visually impaired children should be seated near the front of the bus in view of the driver.

Visually impaired children must be closely supervised to and from the vehicle. The driver shall allow the child to remain on the bus until a designated school adult is present.

Moderately Impaired:

Children having moderate visual impairments need sufficient time to locate their seats, otherwise no special attention is required.

Guidelines for Bus Drivers:

1. The drivers are urged to meet with the child's teacher the first day of each school year to learn the exact nature of the child's disability, and the driver's task in transporting the child.

2. Know first aid procedures.

3. Report to the parent and teacher any accident sustained by a child during transportation.

4. Encourage each child to do as much for himself as your schedule permits.

5. If ground is icy or wet, child should be assisted in walking to and from the bus.

6. Contact parents if a child is going to be late getting home.

THE TRAINABLE CHILD

A. General Characteristics:

1. The mental growth of these children is very slow. They develop at between one-fourth and one half the rate of the average or normal child. Many can learn to do simple counting and to know by sight important words which they will need for everyday safety; however, many are not able to learn academic skills beyond a certain level.

2. Many of these children have physical characteristics that accompany their specific type of mental retardation. These physical characteristics are often unique and can be detected by observation.

3. Motor coordination is usually poor. Many are very slow to learn to walk, talk and dress. Awkwardness and poor control of their arms and legs in walking up and down stairs is often present.

4. Many have vision or hearing problems.

5. Speech and language abilities are limited.

6. These children are capable of getting along in the family and in the immediate neighborhood by learning to share, to respect and to cooperate. They are also capable of learning self-care skills.

B. Special Problems:

1. It is not unusual for some of these children to have a history of epileptic seizures or other disorders.

2. Some of these children are overly excitable; others may be quite fearful.

3. Some have little or no speech.

4. Many have poor eye-hand coordination.

5. Many have poor control of arms and legs.

C. Guidelines for Bus Drivers:

1. The bus driver should establish a firm and consistent routine.

2. Insist students make their needs known to you by speaking or pointing.

3. Insist they get on or off the bus safely and in order.

4. Develop a warm and friendly relationship with these children. You should appear calm and even-tempered.

5. Praise, practice and patience are your key words to remember.

6. Set up good rapport with parents.

7. Keep the teacher informed of problems with a child.

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THE EMOTIONALLY DISTURBED CHILD
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A. General Characteristics:

The emotionally disturbed child is one who has unusual difficulty in maintaining satisfactory interpersonal relationships. He is unable to express his feelings and needs without creating serious difficulties for himself or others. He may exhibit one or more of the following behavior traits:

1. Sometimes very aggressive (loud, boisterous or argumentive).

2. Sometimes withdrawn (quiet).

3. Anxious or fearful.

4. Low self-confidence.

5. Easily frustrated.

B. Special Problems or Limitations:

1. The child wants to know where he stands at all times. Once a child begins "acting out" (bad behavior), he cannot stop himself. You must stop him.

2. A loud, firm statement will frequently help to control the child. If this does not work, a calm demeanor is reassuring to the other students and to the upset child.

3. Be observant, the emotionally disturbed child may send out sparks before he erupts.

4. Aggressive behavior may be a cry for attention. Give the aggressive child attention when he is not aggressive.

5. Be consistent. If you say you are going to do something, follow through with it. Don't say you are going to do things you cannot do.

6. The method you use to control one child may not work with another. Be resourceful in your approaches.

C. Guidelines for Bus Drivers:

1. Make a short list of rules concerning behavior while riding the bus and follow them to the letter.

2. Let pupils help set standards of behavior. Post the standards.

3. Let all children help. When chores or responsibilities are assigned, try to give everyone a chance.

4. Don't create discipline problems by using fear, threats, or unreasonable punishment. Never punish the entire group for the misdeeds of a few.

5. Treat your passengers with the same respect and courtesy you expect from them.

6. Report poor or unusual behavior to the classroom teacher. The more people applying the same kind of rules to the child, the better.

7. Safety first. If a child's behavior becomes so out of control that it is distracting you from your driving, you should stop the bus immediately. It is a privilege, not a right, to ride the school bus.

8. Be firm, but fair. Smile when you are correcting the student. Be short and to the point. Long talks do no good because the child can "turn you off" even though you may think he is listening.

BRAIN INJURED (LEARNING DISABLED) PUPILS

Brain-injured pupils are those who have had injury to the brain before, during, or after birth.

Learning disabled pupils are those children who have a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language. This disorder may cause inability to listen, think, speak, read, write, spell, or do mathematical calculations.

A. General Characteristics:

Not all children who have been labeled "brain-injured" act exactly the same way, but there are some common characteristics found in many of these children.

1. The child approaches most tasks in a generally disorganized manner with poor planning, and radical changes in ability to learn.

2. Emotional reactions are often extreme. The child may "go to pieces" completely in frustrating situations with a degree of emotional upset which seems out of all proportion to the situation which caused it. The child's reactions are bound to confuse us because they are so inconsistent and unpredictable.

3. Overactivity is common among these children. The child seems as if he cannot sit still or cannot stick to one task for very long without needing to find something else to do.

4. Impulsive behavior is also a commonly observed characteristic of brain-injured children. The child often exhibits uncontrolled, abrupt, sudden changes in behavior. This is often combined with frequent lack of inhibition or inability to use controls within himself to regulate his behavior. The danger here is that the child often acts impulsively without considering the consequences, often exposing himself to harm.

B. Guidelines for Bus Drivers:

1. Rules should be kept at a minimum and be confined to major issues concerning proper conduct.

2. Because of the impulsive behavior and poor judgement of these children, it is advised that you resign yourself to "infinite" patience and persistence since such is needed to cope with his repeated misdemeanors and the slow progress.

3. Do not change rules, consequences, or methods of reacting when the same or similar behavior arises.

4. Reinforce the idea that the child is responsible at all times for the behavior he shows.

5. Avoid angry arguments and physical punishment which usually result in repeated bad behavior.

6. Because the child's behavior can change from day to day, remember that the child is not willingly being disobedient.

APPENDIX - SAMPLE FORMS

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b. Accident Report - Local.....32

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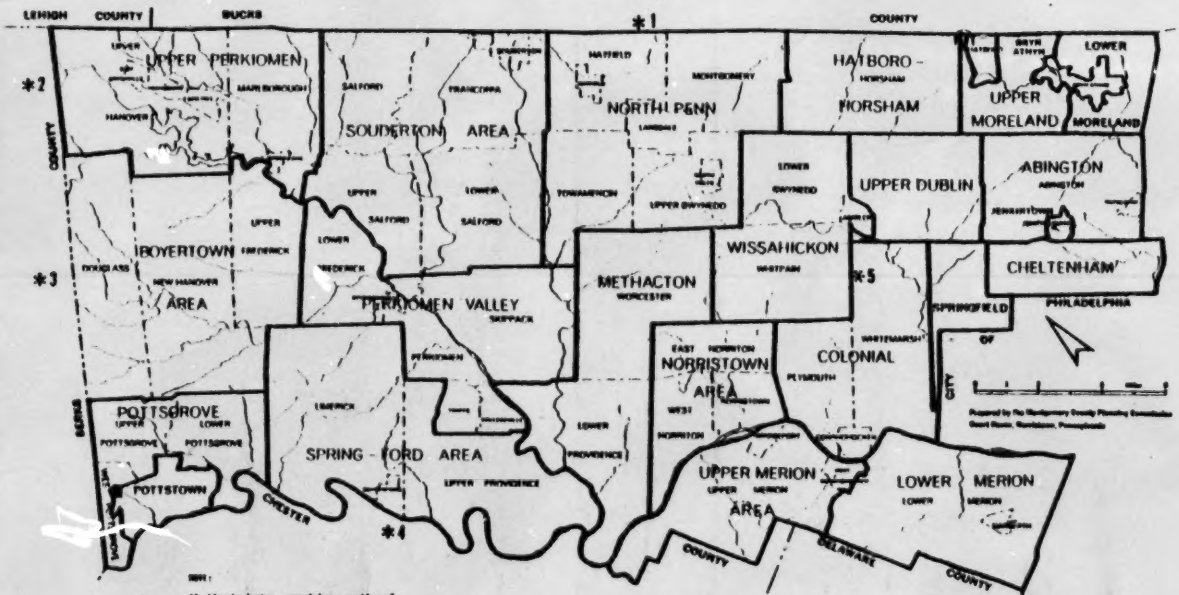
f. Van & Bus Time and Mileage.....36

g. Parents Notification.....37

SCHOOL DISTRICTS IN MONTGOMERY COUNTY

AS OF JULY 1, 1971



Note:

01 Line Lexington, comprising a portion of Milltown and Rockhester Townships in Bucks County and Hatfield Township in Montgomery County, is included in North Penn.

02 Hereford Township, in Berks County, is included in Upper Perkiomen.

03 Boyertown Area School District includes Douglass, New Hanover and Upper Frederick Townships in Montgomery County, and the following municipalities in Berks County: Colebrookdale, Douglass, Earl and Washington Townships and Bally, Boyertown and Bechtelsville Boroughs

04 Spring City, in Chester County, is included in Spring-Ford Area.

05 Office location of Montgomery County Intermediate Unit #23.

Source: Montgomery County Intermediate Unit #23
6198 Butler Pike
Blue Bell, Pa. 19422

IN CASE OF ACCIDENT

Vehicle #1 DATE: _____

TIME: _____

DAY: _____

Operator: NAME: _____

ADDRESS: _____

Vehicle #2 (Other Vehicle)

Operator NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

Owner: NAME: _____

ADDRESS: _____

MAKE: _____

YEAR: _____ LICENSE # _____

LOCATION: STREET(s) _____

TOWN: _____

DIAGRAM OF FINAL POSITION OF VEHICLES:

REPORT OF
ACCIDENT OR INJURY TO PUPIL

A copy of this Form must be forwarded immediately upon its completion to:

Insurance Agency (White) 2. The Parent (Green) 3. Director of Special Education (Canary) 4. Program Supervisor (Pink) 5. Location of accident (Gold)

Child's Name..... Home Address .....

School..... Grade..... Age..... Sex.....

Time of Accident: A.M. ..... P.M. ..... Date .....

Place of Accident: School Building Grounds ..... Play Ground ..... To or From School .....

Student Insurance: ☐ Yes ☐ No Sending School District .....

PART INJURED

Head	Arm	Leg
Scalp	Hand	Hip
Face	Shoulder	Knee
Eye	Elbow	Ankle
Ear	Wrist	Foot
Nose	Finger	Toes
Mouth	Chest	Back
Teeth	Abdomen	
Other: (Specify)		

TYPE INJURY

Abrasion	Fracture
Amputation	Laceration
Asphyxiation	Poisoning
Bite	Puncture
Bruise	Scalds
Burn	Scratches
Concussion	Shock
Cut	Sprain
Dislocation	
Other: (Specify)	

DESCRIPTION OF ACCIDENT

How did it happen?

What was student doing?

Unsafe acts or conditions existing:

Was machinery or equipment involved? If so, specify.

Student hit by vehicle. Describe:

Degree of Injury:

Temporary Disability ..... Non-Disabling .....

Death ..... Permanent Impairment .....

Extent of Injury Unknown .....

LOCATION OF ACCIDENT

Athletic Field	Locker
Auditorium	Shop
Cafeteria	Shower
Classroom	Pool
Corridor	School Grounds
Dressing Room	Stairs
Gymnasium	Street
Home Economics	Washroom
Laboratory	
Other: (Specify)	

Describe Street Accident:

Name of Teacher in Charge When Accident Occurred:

.....

Present at scene of accident: Yes ..... No .....

Was a parent notified? Yes ..... No .....

When: ..... How? .....

Name of parent notified:

.....

By whom notified: .....

ACTION TAKEN

First aid treatment ..... By .....

Sent to nurse ..... By .....

Sent to physician ..... By .....

Sent to .....

Witnesses: Name ..... Address .....

Name ..... Address .....

Number of Days lost from school: ..... (complete when child returns to school)

Signatures: Supervisor/Principal .....

Teacher or Nurse .....

☐ (Use reverse side to list recommendations for preventing other accidents of this type. Check ☐ at left.)

TS-738 (9-72)
CS-0839-7200-4318

SCHOOL BUS ACCIDENT REPORT

RETURN WITHIN 5 DAYS:
SCHOOL BUS SECTION
BUREAU OF TRAFFIC SAFETY
HARRISBURG, PA. 17123

1. Name of School Bus Driver _____ Oper. Plate Number _____

2. Age _____ 3. School District _____ School Bus Certificate No. _____

4. Date of Report _____ Vehicle: _____ (YEAR – MAKE – TYPE)

5. Place of Accident (Including County) _____

6. Date of Accident _____ 7. Time of Day _____

8. Bus Owned: (a) By Administrative Unit _____ (b) By Contractor _____

9. Was First Aid Administered? _____ 10. By Whom? _____

11. Was a Doctor Summoned? _____ 12. An Ambulance? _____

13. Name of Doctor _____

14. Property Damage:

To School Bus (Amount) _____

To Other Vehicle or Property (Amount) _____

15. Owner of Other Vehicle or Other Damaged Property:

Name _____ Address _____ License No. _____

16. Cause of Accident: _____

17. Names and Addresses of Witnesses to the Accident:

_____

_____

_____

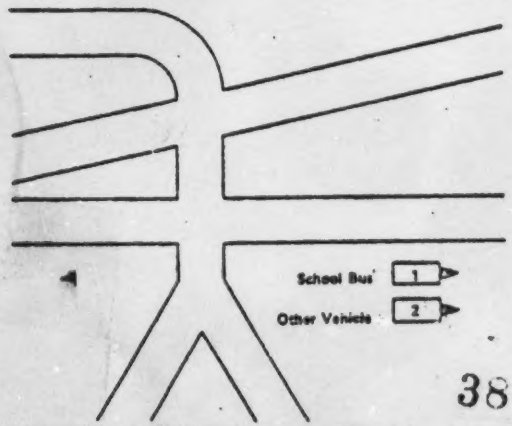
_____

-730 (9-72)

PERSONS INJURED OR FATALITIES

NAME	AGE	ADDRESS	NATURE OF INJURY

DESCRIPTION OF ACCIDENT: _____



INSERT ARROW TO DESIGNATE NORTH

_____
SIGNATURE - SCHOOL BUS DRIVER

_____
SCHOOL DISTRICT

School Term 19___ - 19 ___

MONTGOMERY
COUNTY
INTERMEDIATE
UNIT

Harry Chrisman
Coordinator of Transportation

REQUEST FOR TRANSPORTATION FOR M.C.I.U. CLASSES

When this form is completed and turned in to the Coordinator of Transportation, it will be assumed that all contacts have been made to the home school district and the parents and that transportation arrangements should be made for the 19___ - 19___ school term. This form is to be completed on each child. (New and those returning)

NAME OF STUDENT: _____

PARENTS NAME: _____

ADDRESS: _____

PHONE: _____ (If no phone, list a neighbor, etc.) _____

SCHOOL DISTRICT OF RESIDENCE: _____

GIVE ANY DETAILS AS TO THE LOCATION OF THE HOME (Include any landmarks, etc.):

_____

_____

SCHOOL TO WHICH ASSIGNED: _____

THIS CHILD WILL NEED SPECIAL ATTENTION IN TRANSPORTATION AS FOLLOWS: _____

_____

WHEEL CHAIR BUS _____ SEAT BELT _____ SHOULDER HARNESS _____

DOES THIS CHILD SEIZURE? _____

(List any special instructions re. the seizures) _____

_____

ANY OTHER INFORMATION THAT WILL BE HELPFUL TO THE BUS DRIVER: _____

_____

_____

Emergency contact: Name: _____ Telelphone: _____

Return form to: Mr. Harry Chrisman, Coordinator of Transportation
Montgomery County Intermediate Unit #23
1630 West Marshall St.
Norristown, Pa., 19403
TELEPHONE: 539-7050

HC/ghb

VAN & BUS TIME & MILEAGE

Month: _____ 19 ___ & 19 ___

Driver: _____ D. O. B. _____ Operator # _____

Vehicle # _____ Make _____ Year _____ License _____ Serial _____

A. M.	Time	Mileage
Driver Leaves Home		
First Pick-Up		
Last Pick-Up		
First School		
Last School		
Return Home		

P. M.		
Driver Leaves Home		
First School		
Last School		
First Drop-Off		
Last Drop-Off		
Return Home		

Adaptive Seating

Child's Name	Type

SACKS: 489-9110 COORDINATOR OF TRANSPORTATION: 539-7050

MONTGOMERY COUNTY INTERMEDICATE UNIT #23

BUS SCHEDULE 19 __ - 19 __

VAN OR BUS #___

DRIVER'S NAME & ADDRESS - PHONE				
STUDENT and SCHOOL	ADDRESS, PHONE & EMERGENCY PHONE	ADAPTIVE SEATING	TIME A.M.	P.M.
Driver leaves home				